Title: Warrant/ACH Register and Summary

Processes : Sub-Processes :

HRMS Training Documents

Warrant/ACH Register and Summary

| 7HR | RPTPY | 635 |
|---------------|-------|----------------------------|
| 4 1111 | | $\sigma\sigma\sigma\sigma$ |

Change History

Update the following table as necessary when this document is changed:

| Date | Name | Change Description |
|----------|------------|--------------------|
| 10/02/06 | Lesa Terry | Create |
| | | |

Processes: Sub-Processes:

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Purpose

Use this procedure to display both detail and summary information for warrants and ACH.

Trigger

Perform this procedure to view the employee's warrant or ACH number and pay amount.

Prerequisites

Run after Payroll is exited.

Transaction Code

ZHR_RPTPY635

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

| Message Type | Description |
|--------------|--|
| Error | Example: Make an entry in all required fields. |
| | No. of the control of |
| | Action: Fix the problem(s) and then click (Enter) to proceed. |
| Warning | Example : Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. |
| 1 | Action: If an action is required, perform the action. Otherwise, click |
| | (Enter) to proceed. |
| Confirmation | Example: Save your entries. |
| A (2) | · · |
| or w | Action: Perform the required action to proceed. |

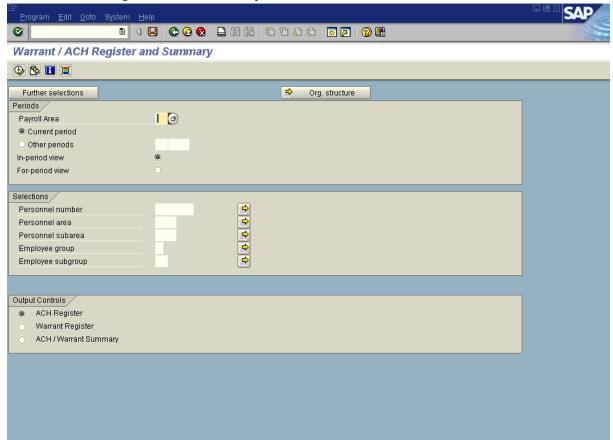
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Procedure

1. Start the transaction using the menu path above or transaction code **ZHR RPTPY635**.

Warrant/ACH Register and Summary



2. Complete the following fields:

| Field Name | R/O/C | Description |
|-----------------------------------|-------|---|
| Payroll Area | R | Description of the Payroll Area. Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. Example: 11 |
| Current Period or Other Period | R | The HRMS pay period for HRMS reporting. Example: 18 2006 |

State of Washington HRMS

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SUMMARY_ZHR_RPTPY635.DOC

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| Field Name | R/O/C | Description |
|----------------|-------|---|
| Personnel Area | R | A specific agency/sub-agency in the State of Washington |
| | | Example: 1110 |

3. Select an Output Controls radio button:

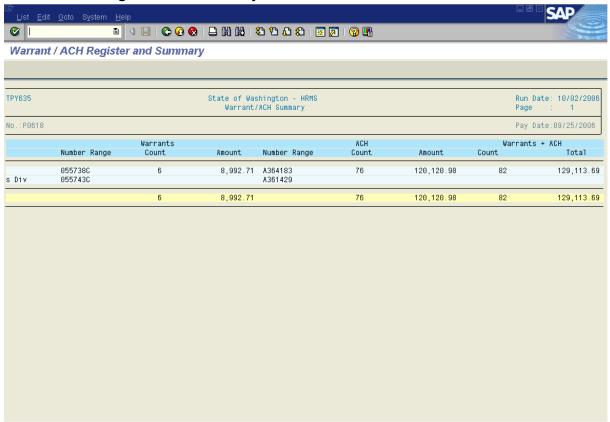


Only one radio button can be select at a time.

ACH Register – Provides the ACH number, employee name and payment amount. **Warrant Register** – Provides the Warrant number, employee name and payment amount. **ACH/Warrant Summary** – Provides a count of Warrant produced and the payment amount and a count of ACH produced and the payment amount.

4. Click (Execute) to execute the report.

Warrant/ACH Register and Summary





This report is a sample of the ACH/Warrant Summary.

State of Washington HRMS

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5. You have completed this transaction.

Result

You have generated the Warrant/ACH Register and Summary report.